

Individual Work Log and Hours Report

The following release information is required for volunteer insurance and recognition purposes. Please print legibly. For and in consideration of my participation in the Green Everett Partnership (City of Everett and Forterra) volunteer program, a voluntary, public/private cooperative program, I release, acquit, and forever discharge the City of Everett, a municipal corporation, its officers, agents, employees, and volunteers ("the released parties"), and Forterra, a non-profit organization, its officers, agents, employees, and volunteers ("the released parties"), from any and all claims, demands, damages, costs, action, or liability, on account of, or in any way growing out of, any and all known and unknown, foreseen and unforeseen bodily injuries or death, or damage to property resulting from or by reason of my participation in, or transportation to or from, any activity, work, or work site in any way related to the program. I understand that the City of Everett provides volunteer insurance for bodily injury to self and personal and property damage while I volunteer. The undersigned give their permission to be photographed and/or filmed and have their image used by the Green Everett Partnership.

PLEASE SIGN:	
Date(s): The period in which the work occurred	to
Park Name	
Forest Steward/Event Lead	

Dates worked	Hours	Dates worked	Hours

Record Work accomplishments on next page.

Individual Worklog Report

Site I Name			Site 2 N	lame			Site 3 N	lame					
Site Name:													
Phase I: Invasive	Remov	val (thi	s is for 1	first time	e remova	l that ha	as not be	en repo	rted befo	re)			
First time removal				uare	Square			Square					
# of Survival Rings:			fee	et	feet			feet					
Phase 2: Planting	Vou do	not need	l to incl	ude spe	cies list b	ut keep	for your	own re	cords if n	eeded)			
Record # of plant type and stock type	Potted or B & B	Bare Root	Plug	Stake	Potted or B & B	Bare Root	Plug	Stake	Potted or B & B	Bare Root	Plug	Stake	
Trees					2 4 2								
Shrubs													
Groundcovers/ Herb.													
Area Seeded			Squa	re feet			Squa	are feet			Squa	are feet	
Phase 2 and 3: M	laintena	ince (t	his is fo	r mainte	enance o	n areas t	that wer	e alread	y cleared	and rep	oorted)		
Phase 2 or 3 Weeding	Square feet		Square feet			Square feet							
Total area maintained													
Laying burlap	Square feet			Square fee				Square fee					
Mulch	Square feet		Square feet			Square feet							
Phase 3 Water Plants	# of plants watered: multiplied by the # of times watered: =			# of plants watered: multiplied by the # of times watered: =			# of plants watered: multiplied by the # of times watered: =						
Other Restoration	on Activ	vities											
Erosion control fabric			Squa	re feet			Squa	re feet			Squa	are feet	
Other Activity Describe and quantify													
Notes Please add any other note spent towards GEP outside Please note this is not a general section of the se	de the park	c such as	writing	grants,	outreach,	event pi	romotior	n, report	ing, etc.	ry of any	y hours		

Site Map (Optional)

If you are not certain of your site name OR the area you are working does not have a standardized site name it is helpful if you provide a map of where you worked. Consult with the GEP Project Manager if you need help figuring out the name of your site.

Essential elements to include with your map:

- North arrow
- Reference to site access
- Adjacent roads or major access trail if applicable
- Proximity to major reference points (restrooms, playground, beach, parking, etc.

Insert copy of digital map / Draw Map H	OVO:
insert copy of digital map / Draw Map H	ere:
	Send/email/Fax along with corresponding sign in sheets to:
	GEP Project Manager, Joanna Nelson de Flores

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Routing: Forest Steward _____ Project Manager Data Entry (Initials) (Date) Forterra (Initials) (Date) Forterra (Initials) (Date)